

25X1A

REGULATION

PERSONNEL

DRAFT 3 August 1954

OVERSEAS TOURS OF DUTY

SECTION II: REASSIGNMENT FOLLOWING COMPLETION OF OVERSEAS TOUR OF DUTY

CONTENTS

	Page
POLICY.....	
RESPONSIBILITIES.....	
PROCEDURES.....	

1. POLICY

As a means of ensuring continuous effective utilization and development of each employee, the Agency will plan the next assignment of each employee who is serving at a foreign field station in advance of the anticipated expiration date of his current tour of duty. This planning will take into consideration the expressed preferences of the individual and the requirements of the Agency, and, if possible, will be completed prior to his taking leave between assignments. If personal consultation at headquarters is not required, every effort will be made to advise the employee of planning for his next assignment prior to his departure from the station.

2. RESPONSIBILITIES

a. Heads of Career Services

Heads of Career Services are responsible for planning the reassignment of employees in advance of the anticipated expiration date of their current tours of duty overseas and for notifying the individuals concerned of such plans in accordance with the provisions of this Regulation.

REGULATION

PERSONNEL
1954

b. Operating Officials*

Operating Officials or appropriate supervisory personnel under their jurisdiction are responsible for submitting to the Head of the appropriate Career Service, responsible for planning the career of the individual, recommendations affecting the next assignment of each employee completing an overseas tour of duty.

c. Assistant Director for Personnel

The Assistant Director for Personnel is responsible for providing assistance to the Heads of Career Services in planning the reassignment of overseas employees, for developing necessary policies and procedures to coordinate such reassignments between Career Services, and for final approval of proposed reassignments.

3. PROCEDURES

- a. Field Reassignment Questionnaire, Form No. ___, Figure 1, will be forwarded to headquarters in triplicate for each overseas employee eight months in advance of the planned date of his departure from the station. If the employee's tour is terminated ahead of schedule, Form ___ will be submitted at the earliest possible date in advance of his return.

*Operating Officials include the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Assistant Director for Communications, the Assistant Director for Personnel, and the Director of Training.

CONFIDENTIAL

25X1A

REGULATION

PERSONNEL
1954

- (1) If an employee returns to headquarters in advance of the receipt of Form ___, this Questionnaire will be obtained from him by the Office of Personnel during his returnee processing and forwarded to the appropriate Operating Official. The first page of the Questionnaire will not be completed in these cases and the employee will sign his true name in the space designated "For Headquarters Use Only."
- (2) Form ___ will not be required when an employee is returning to headquarters for separation.
- b. Operating Officials, will designate an administrative or personnel officer to authenticate signatures and verify identification data on the Field Reassignment Questionnaire. Upon receipt of a Questionnaire from the field, the individual so designated will process the information by checking the identification data and inserting the true name of the employee in the appropriate spaces. He will remove the instruction sheet containing signatures in pseudonym.
- c. All copies of the form will then be forwarded to the appropriate supervisor at headquarters for the recommendation required in item No. 15. Distribution will be made as follows:
- Original - Head of the Career Service concerned
 - Copy - Operating Official who is the head of the component to which the employee is currently assigned
 - Copy - Office of Personnel
- d. The Head of the appropriate Career Service will take immediate action to plan the next assignment of the employee concerned upon receipt of

25X1A

CONFIDENTIAL

PERSONNEL

PERSONNEL
1954

Form _____. The Office of Personnel will advise and assist in such planning, especially in those cases when it is anticipated that the next assignment may involve a career service other than the one to which the individual is currently assigned.

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